

**Memorandum of Understanding Smoking
Fargo Federal Building/USPO**

April 29, 2010

Purpose:

This smoking agreement is established to provide a smoke free environment for all Federal Employees and the visiting public in all areas of the Fargo Federal Building/USPO.

Background:

Executive Order 13058 was signed August 9, 1997 entitled "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace."

GSA Bulletin FPMR-D-245 specifically states: All heads of Federal agencies must evaluate the need to restrict smoking at doorways and in courtyards under executive branch control in order to protect workers and visitors from environmental tobacco smoke and may restrict smoking in these areas in light of this evaluation.

Areas Covered by Memorandum:

All interior space of Fargo Federal Building/USPO and exterior space within twenty five (25) feet of any building entrance or air intake.

Policy:

1. Under no circumstance will smoking be acceptable in doorways or interior to the building.
2. Smoking is prohibited in all interior space as described above.
3. Two approved smoking areas are located north of the building adjacent to the back entrances. Other areas 25 plus feet away from the building may be utilized as well.
4. The approved areas have picnic tables and provided ash receptacles.
5. Smokers are expected to continue to keep these areas clean; making use of the receptacles.
6. All employees are reminded to inquire to their supervisor about the Employee Assistance Program for counseling on smoking issues.

Effective Date:

This policy became effective on May 9, 2005.

Signed: _____
Bryan Saylor, North Dakota Property Manager, GSA

Date: _____